

**Instructions for Completing the
Adult Education FY17 Request for Subsidy
(for the 2014-2015 academic year)
REVISED 8/2015**

To calculate the amount of subsidy you are eligible to receive in the fall of FY17, financial expenditures and revenue figures will be taken directly from the MEDMS accounting system. This information is collected at the state level. **Local programs only need to fill out the EF-X-132 demographic form.** The EF-X-132 financial form can be used by programs as a worksheet and submitted, but the EF-X-132 financial form is not required. To complete the subsidy reporting process, local adult education programs are required to submit the following documents:

- A completed EF-X-132 Demographic form
- The EF-X-174 Course Summary Report
- Copies/verification of local warrant(s) and their amounts.

Remember, the data you are reporting is from FY15 (7/1/2014 – 6/30/2015). This will be used to calculate the subsidy you receive in FY17 (usually received in the fall of 2016).

The following pages include detailed instructions for completing the EF-X-132 Demographics form and the EF-X-174 Course Summary report form. If you have additional questions or need assistance, please call or email Kelley Heath at: 624-6754 (kelly.heath@maine.gov)

To Submit:

The completed the EF-X-132 Demographic Form, EF-X-174 Course Summary Report, and scanned copies of the warrant(s) and warrant amounts should be submitted together electronically, **by Tuesday, September 15, 2015 to kelly.heath@maine.gov** Please include all documents in one email if possible.

If you have any questions regarding Adult Education subsidy and how to accurately complete the required forms, I will be conducting a subsidy webinar on Wednesday, September 9, 2015 from 1:30 – 3:00 pm. The webinar will outline how to complete the forms and answer subsidy questions. Information on attending the webinar is on the next page.

NOTE: All Subsidy documents and instructions are also available on the State Adult Education Website. Links to recorded webinars and video tutorials can be obtained by emailing Kelley Heath at the email address above.

To attend the webinar, click on the link below and use the call in number and code.

FY17 Subsidy Information Webinar

To be eligible for FY17 adult education subsidy, local adult education programs must complete and submit the proper forms by September 15, 2015. This webinar will outline how to complete the subsidy forms and answer any questions regarding adult education subsidy for this year.

09/09/2015 1:30 PM

01:30

<http://stateofmaine.adobeconnect.com/r5zk933fiu2/>

Conference Phone Number: +1 877-455-0244

Conference Code: 4958657438

**The EF-X-174 Course Summary Report
Instructions for Exporting, Completing, and Submitting
From the MaineSTARS Database System**

- The EF-X 174 is located in the reports section of the MaineSTARS database system.
- Click on the EF-X-174 link, choose the correct year (fiscal year 2014 – 2015) and click on “Run Report”.
- Export the report to Excel by clicking on the computer disc icon at the top of the report (located just above the “C” in the word “**Course**”). (NOTE: Excel is the preferred spreadsheet for this report, but a CSV, Google spreadsheet, etc. will also be accepted.)
- Once in Excel, highlight all of column F and while the column is highlighted, click on “merge¢er”. Then highlight all of columns A thru M and in the format section, click on “autofit column width” while the columns are highlighted. Finally, highlight all of row 5 and insert filters by going to “sort&filter” and clicking on filter while the row is highlighted. A five minute tutorial on this can be found by control/clicking this link: <http://stateofmaine.adobeconnect.com/p9jvpl8ecpv/>
- Look through the report a verify courses are coded with the correct funding category. If changes need to be made, correct the funding category number for the course by typing it in the appropriate funding code.
- Correct the last column of the report to indicate all courses that were cancelled by changing the “No” to “Yes” or you can delete the course enrollments from all courses that did not run by entering “0” in the course enrollment field.
- Use the EF-X-174 to obtain enrollment numbers for the EF-X-132 Demographics form by adding the enrollments by funding category.
- Save the EF-X-174 as an Excel file as: Program Name-EFX174-14-15 and email it along with the completed EF-X-132 Demographics Form and copies and amounts of the local warrant(s).

Please note: If you already sent in your EF-X-174 with your MaineSTARS data spreadsheet on August 14th, you should include it again here by attaching it to your subsidy email.

**Instructions for Completing the
Adult Education Request for Subsidy
EF-X-132 Demographics Form**

Directory/Contact Information

The information submitted in the first section is for FY15, but it will also be used to populate the coming year's directory. Please enter the data carefully and double check for errors – especially in the email and the website addresses. If the information is different for the coming year, please send an email to Lisa.Perry@maine.gov with the new directory information.

The EF-X-132 demographics form has been designed to accurately collect the information needed for State and Federal accountability standards. The form requests information on the administrative and support personnel and then asks for a breakdown of your program's enrollment numbers. Please complete this section thoroughly and fill in every field, even if the answer is 0 or N/A.

Page One - Administrative and Support Personnel

Adult Education Program Information:

- Line 1.** The official name of your Local Educational Agency (LEA).
Line 2a. The Superintendent's full name.
Line 2b-e. Enter the LEA address
Line 3a. FY2015 Local Share (this is the amount of funding you receive from your local town(s) that the voters approved to go toward adult education.) To verify this amount, please scan and send an electronic copy of the local warrant or the local warrant amount as publicized in a newspaper along with other subsidy documents.
Line 3b. FY2015 Subsidy Check Amount (received in late fall of 2014)
Line 3c. Amount of revenue received from course fees for subsidized courses. (For example, if a CNA instructor's salary and benefits are subsidized, then the amount of course fees collected for the CNA class need to be included here.)
Line 4. Name of the Adult Education Program
Line 4b-d. Enter the Adult Education Program Address
Line 4e. Telephone number
Line 4f. Fax Number
Line 4g. URL address of program website (if applicable)
Line 5a-c. Learning Center address (if applicable) This applies only if you have a Learning Center location separate from the adult education program address listed above.
Line 5d. Learning Center Telephone number (if applicable)

Adult Education Program Personnel Information:

- Line 6a.** Adult Education Director's Name
- Line 6b.** Director's email
- Line 7a.** Enter the Adult Education Director's annual contracted time. (Some examples: 40 hrs/wk- year round, 20 hrs/wk- school year only, etc.)
- Line 7b-c.** Check appropriate box to indicate whether director works a full calendar year or the school year (summers off).
- Line 7d.** Full Time Equivalent (FTE). If the director's entire salary is to compensate them for their adult education duties only, enter 1.0 for FTE. If a director's salary includes additional duties in the school district (for example, a school principal/adult education director) then calculate a decimal representation of the full time percentage. Use a standard 40-hour workweek as the basis for calculating the FTE and use only the number of Adult Education hours as detailed in your contract or other agreement, not the number of hours you may actually put in.)
For example: full time director = 1.0 FTE, half-time director = 0.5 FTE, a director contracted to work 30 hours per week = 0.75 FTE, a principal/adult education director contracted to work 15 hours per week on adult education = 0.38 FTE (15 hours/40 hours = 0.38). The FTE will be used to calculate the amount of your salary eligible for subsidy.

For Lines 8, 9 and 10 the term "Adult Education Program" and /or "Adult Education Duties" are defined in Sec. 1. 20-A MRSA Section 8601-A, sub-1:

Adult education. "Adult education" means an education program primarily operated for individuals beyond the compulsory school age that is administered by school administrative units through a career pathways and service system and that includes intake, assessment, advising, instruction and individual learning plans; is guided by data management and analysis, annual monitoring and annual professional development plans; uses appropriately certified staff; is designed to meet identified local needs; makes use of partnerships and alignment with workforce development, postsecondary institutions, and support services: and offers at least 3 of the following:

- A. Basic literacy instruction or instruction in English as a Second Language:
- A. High school completion courses;
- B. College transition courses;
- C. (Repealed)
- E. Enrichment courses;
- F. Adult workforce training and retraining; and
- D. Adult career and technical education.

- Line 8a-g.** List major duties and responsibilities of the Adult Education Director (other than Adult Education). For example, if you also serve as the Alternative Education Director for your district, you would indicate that on line 8d and include the % of your time as an alternative education director. List only non- adult education related duties* and responsibilities that individually

require 10% or more of the director's time. Do not include duties such as teaching assignments if done outside of your role as adult education director. (This is indicated by being paid separately for the duty and having the duty separate from your employment contract/agreement and year-end MEDMS expenditure reports.) Percentages should add up to 100%.

*Duties such as serving on the district's administrative team (or other committees), participating in civic/community organizations and other similar activities do not need to be listed separately here, as they are generally considered to be a part of an effective adult education director's job.

Line 9a-f. Enter on the appropriate lines the names, email addresses, and FTEs for adult education Assistant Directors and ABE Coordinators.

Line 10a-f. Enter on the appropriate lines the names, email addresses, and FTEs for adult education HiSET Chief Examiner and all HiSET Supervisors.

Line 11a-f. Enter on the appropriate lines the names, email addresses, and FTEs for adult education College and Career Counselors, Advisors, and/or Guidance Counselors.

Line 12a-h. Enter the names and FTEs for all other adult education support staff positions that are currently filled. Attach an additional page if necessary.

Page 2 - Enrollment Demographics - Except where specifically noted, all enrollment and teacher/tutor counts are duplicated counts for the purposes of this section of the report. This means that a teacher teaching a course that has both high school completion learners and adult transition learners can be counted as both a high school completion teacher and as an adult transitions teacher. For learners, enrollments are also duplicate counts. (For example, a learner enrolled in three high school completion classes and two adult transitions classes would count as 5 total enrollments- 3 in high school completion and 2 in adult transitions.)

Line 13. Enter the number of full semesters offered during FY2015. Count only those semesters for which a catalog, flyer, and/or other marketing material was produced and distributed. As a general rule of thumb, to be counted here a semester should be, at a minimum, at least six to eight weeks long with a "significant" number of individual courses being offered.

Adult Literacy - State/Local Literacy (Program Code 6600)

Line 14a. Enter the total number of teachers and tutors involved in your literacy efforts (include all classes, learning centers, and/or other activities for which you will be reporting expenditures under the 6600 program codes. Do not include Family Literacy (6900) here. Family Literacy can be reported under Section 20 – Other Programming.

Line 14b. Enter the total enrollment for all Literacy activities (as in 14a).

Adult High School Completion (Program Code 6500)

Line 15a. Enter the total number of teachers/tutors who taught Adult High School Completion Classes (include all classes, learning centers, and/or other activities for which you will be reporting expenditures under the High School Completion program code.

- Line 15b.** Enter the Enrollment for all HiSET prep classes as well as enrollments for learners who only tested and needed no instruction.
- Line 15c.** Enter the Enrollment for all Adult Students taking Diploma Classes.
- Line 15d.** Total High School Completion Enrollment - add lines 15b plus 15c.
- Line 15e.** Total Adult High School Diplomas Awarded - this includes those awarded to 16-20 year olds.
- Line 15f.** Enter the number of Adult High School Diplomas awarded to 16-20 year olds only.
- Line 15g.** Total HiSET diplomas awarded – including those awarded to 17-20 year olds.
- Line 15h.** Enter the number of HiSET diplomas awarded to 17-20 year olds only.

Adult Workforce & Career/Technical Education (Program Code 6300)

- Line 16a.** Enter the total number of teachers/tutors who taught Adult Workforce & Career/Technical education
- Line 16b.** Enter the total enrollment for all Adult Workforce Classes and activities. All learners taking these classes can be counted as workforce enrollments, even if they do not qualify as an individual workforce training registration.
- Line 16c.** Enter the enrollment for WorkReady classes.
- Line 16d-f.** Enter enrollment for those classes that were funded all or in part by local contracts. (List enrollments in DOL and DHHS supported vocational activities on lines 16e and 16f.)

Adult Transitions- (Program Code 6060) Classes offered to learners planning on entering a post-secondary education program; typically taken by learners who have obtained a high school diploma.

- Line 17a.** Enter the total number of teachers who taught Adult Transitions classes.
- Line 17b.** Enter the total number of all Adult Transitions enrollments. Include enrollments for both Adult Transitions and Maine College Transitions (MCT).

Enrichment Adult Education (Program Code 6200)

- Line 18a.** Enter the total number of teachers who taught classes in your Enrichment program.
- Line 18b.** Enter the total number of classes offered in your Enrichment program.
- Line 18c.** Enter the number of enrichment classes that ran (were not cancelled).
- Line 18d.** Enter the total Enrichment program enrollments.

Federal and State Grants- (Fund 2000s) – For federal and state grants, these counts should represent individual learners, not enrollments. This means that a learner enrolled in the Maine College Transitions Program who has attended five college transitions classes throughout the year should be counted as one learner, not five enrollments. The five enrollments should be included with adult transitions enrollment numbers above. AEFLA and MCT learners should also have their enrollments included in the Local Literacy (6600) and Adult Transitions (6060) sections above.

Federal AEFLA Grant - (Program Code 6100)

- Line 19a.** Enter the total number of teachers and tutors involved in your literacy efforts under your federal AEFLA grant. (Include all classes, learning

centers, and/or other activities for which you will be reporting expenditures under the 6100 program codes.

Line 19b. Enter the total number of NRS learners in your program. (This number should include all NRS learners, both those showing on the NRS tables, as well as those not showing due to low attendance.) Learners with more than one NRS registration in MaineSTARS for the academic year, should only be counted once.

State Maine College Transitions Grant - (Program Code 6060) Comprehensive services and courses targeting learners intending to enter post-secondary education within 18 months.

Line 20a. Enter the total number of teachers who taught classes in your College Transitions program.

Line 20b. Enter the total number of Maine College Transition learners. (Include all MCT learners whether or not they successfully completed the MCT program.)

College and Career Advising – (Program code 6000) Any classes or individual advising sessions designed to help learners with career and college goals (for example a college readiness class or an individual session with a career advisor) can be designated as program code 6000 and used to track College and Career advising enrollments and attendance hours.

Line 21a. This can be a duplicate count. Enter all college and career advisors as well as other personnel who spend a majority of their time working directly with learners. This may include ABE coordinators or other administrative personnel as long as if they spend a majority of their time working directly with learners in an advising capacity.

Line 21b. Enter the total College and Career advising enrollments. This is the number of enrollments under the 6000 funding category on the EF-X-174 report.

Other Programming- Activities that have not been reported elsewhere- for example, Family Literacy

Line 22a–c. List the name of the class or activity, the number of teachers involved in the activity and the total enrollment for that activity.

Total Enrollment for Program

Line 23. Enter the Total Enrollment for your Adult Education Program by adding lines 14b, 15d, 16b, 17b, 18d, 21b, 22c_{1, 2, 3}.

To Submit:

Save the EF-X-132 Demographic form as: Program Name-EFX132demo-14-15 and email it according to the instructions on page 1.